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MAJOR FILE GROUPS INVENTORY

1. Pseudo File Folders 560 ft.

Black border, prenumbered folders.
Arranged by folder number. Contains
covert, operational correspondence on an
individual and other operational material.
From #1 to about 85,000. (These folders
to be discontinued and old material to be
put into True Covert folder.)
2. True Name (Covert) Files 2,604 ft.

Red border, prenumbered folders.
Arranged by folder number. Contains
all material concerning covert subject's
clearance request, investigations, and
final action plus other Security material
on subject. From #1 to about
3. True Name (Overt) Files 2,866 ft.

No border, prenumbered folders.
Arranged by folder number. Contains
all material on overt subject concerning
clearance, investigations, final action
plus other security material.
From #1 to about
4. Miscellaneous Files 1,205 ft.

Over 40 groups of files containing
various types of material. Groups range
from 1 folder to several hundred and are
from 1 inch to over 700 feet in size. The
groups have been created at the request of
many different individuals, some outside
Security Records Division. A detailed break-
down of these groups are part of a separate
inventory.

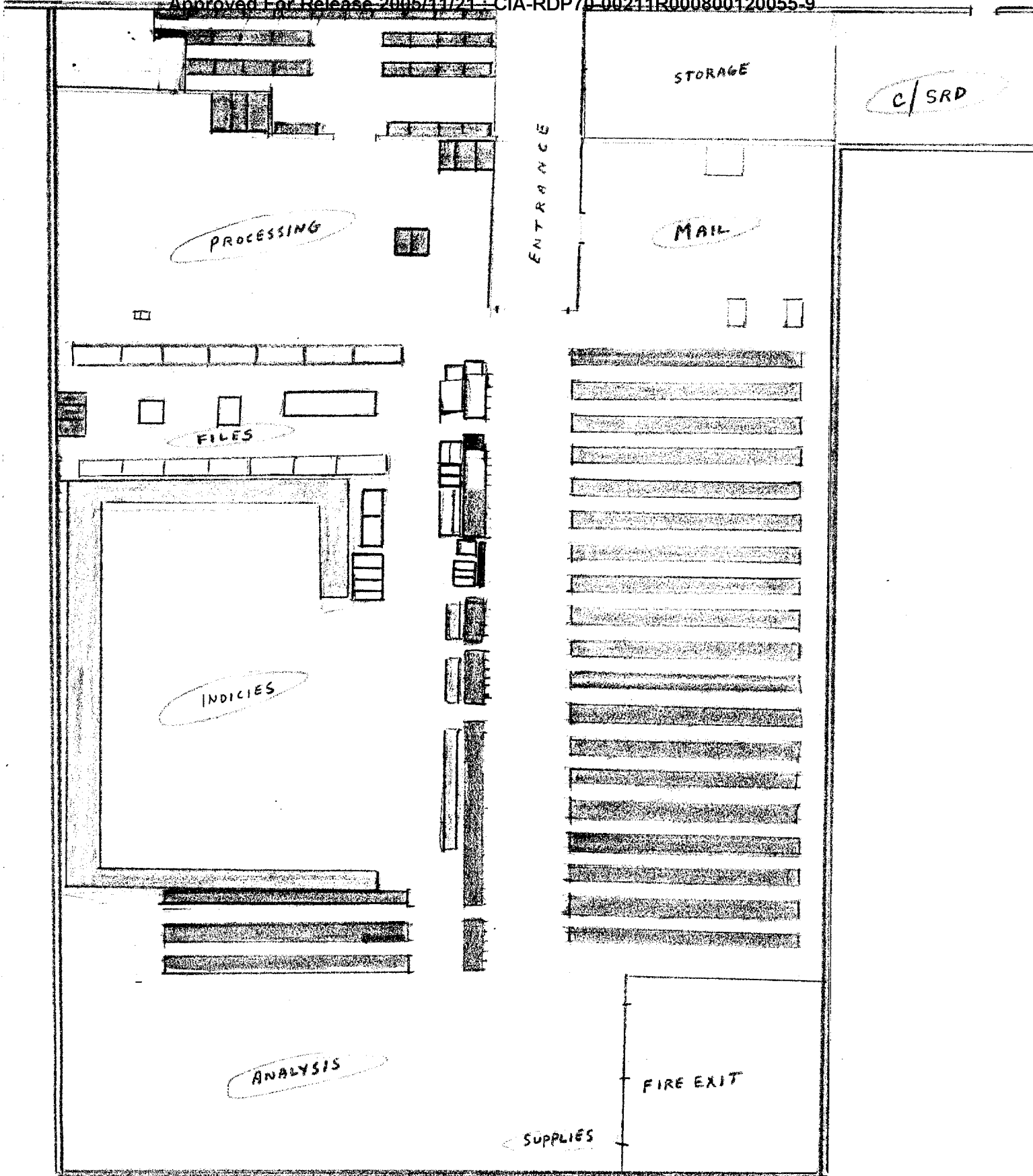
7,235

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FILES NOT USED BY SRD

Stored in Division's Secure Area

25X1

| <u>Cubic Feet of Material</u> | <u>Probable File Owner</u> | <u>Office</u> | <u>Type Material</u> | |
|-----------------------------------|--------------------------------|------------------------------|---|------|
| 10 | | PPS | (Cabinet locked [redacted] has key) | 25X1 |
| 10 | | EAB | Folders on people - 1947-48. | |
| 12 | | SRS | Kardex - see disposal recommenda- tion. | |
| 8 | | | IOS (deceased) 2 drawer safe -locked. | |
| 6 | | SRS | Special group of MS #7000 - 10,000 folders. | |
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| 8 | | SRS | Special material (4 drawers) | |
| 4 | | SB/4 | Training Material, Cards, NIS's, etc. | |
| 4 | | PSD | Loyalty Board hearings (extra copies (4 drawers in cabinet) | |
| 31 | | SRS | [redacted] Project (31 boxes) | 25X1 |
| 4 | | SRS | [redacted] Project (index cards) | |
| 2 | | SRS | Special (2 boxes) | |
| 3 | | | "To and From [redacted] (3 boxes 1927-43) (4 large boxes) | 25X1 |
| 8 | | | (2 rolls of maps) | |
| 2 | | | (35 large charts) | |
| 10 | | ("Agent Manuals" - 10 boxes) | | |

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SPECIAL CHARGE OUT CONTROL

1. These are 3 groups of 3 x 5 cards maintained by [] (Files) to log the outgoing and incoming Security Folders loaned to SRS and Alien Affairs Branch.

25X1

2. The file was created on a trial basis by [] (deceased) and continued by [] (transferred).

25X1
25X1

3. When either SRS or Alien Affairs requests a folder, charge out cards are left in place of each folder that is removed and then [] types or writes out a 3 x 5 card listing the folder number and individual name plus the office requesting the folder and the date. The card is filed with the Alien Affairs (about 500) cards or the SRS (about 800) cards.

25X1

4. When the folder returns the 3 x 5 cards are searched the correct card is marked with date, folder returned and the card is then filed in the desk drawer in numerical order.

5. Sometimes a card is reused on subsequent charge outs. This requires a search of the desk drawer for each new request to see if an old card exists or if a new card needs to be prepared.

6. The old cards (about 1 foot - 1,200 cards) are periodically reviewed and cards over 3 months old are destroyed.

7. It requires about 2 minutes to search and prepare an outgoing card and about 1 minute to search and mark the card when a folder returns. [] estimates an average of 20 cases out and another 20 returns each day, so that logging takes an average of one hour every workday.

25X1

PROBLEM

1. These control cards duplicate a log control being done in both the Alien Affairs and SRS offices.

2. These cards duplicate information on the charge out card left in place when a folder is removed.

3. I do not believe the file is of sufficient use today to be continued.

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25X1
25X1

4. [] and her supervisor in the Files Section, []
[] agree with me and hope it can be discontinued
quickly before [] leaves and a new girl trained in
the existing procedure.

25X1

RECOMMENDATION

Discontinue file immediately, even before survey is completed.
Training of new girl can be saved and an estimated 250 hours
of GS-4 saved annually.

Ole -

[]
5 Apr. 61

25X1

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LOG OF APPRAISAL SECTION REQUESTS

1. This file of 3 x 5 cards about 7 inches or 700 cards was created by [] last year. She kept the file 6 months and then on her own initiative, she discontinued her own file about 3 months ago. She kept the card file on hand "just in case."

2. The file served her as a control or log of the requests for folders she received directly from and sent to the appraisals section. [] believes that Ruth in appraisals also keeps such a control log.

PROBLEM

1. This log has not been used for over 3 months and has not been missed.
2. The files charge out card serves the same purpose.
3. The existence of these cards will tempt someone to create an unnecessary control.

RECOMMENDATION

This file of cards be destroyed. [] be commended for (1) thinking about her work, (2) finding more efficient ways of doing her work and (3) taking action.

The benefits and savings in this instance are small and intangible but can have an excellent effect on the entire staff as work gets around.

4-6-61
Oh [] will
advise [] to
destroy immediately

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CARD CONTROL OF
SUSPENSED OR PENDING CASES

1. This file is referred to as the "Pend Slips" file. It is used as a "tickler" or "suspense" reminder on pending cases needing a follow-up.
2. The 3 x 5 control slip is Form No. 1031 "Follow up Record", a 2 part, snap apart paper form.
3. These forms are written up by members of PSD. The SSD keeps its own suspense files.
4. The slips are sent to Processing Section when first made. keeps the file of slips until the day the case is desired. Each morning she removes the slips of the day (250 per month) and delivers them to (Files) 25X1
5. Peggy's procedure with slips:
 1. Arrange slips numerically.
 2. Write out charge out slip for each.
 3. Put charge out slip in an "out" guide card.
 4. Take cards and walk to file area.
 5. Pull file folder from shelf.
 6. Put charge out in place of folder on shelf.
 7. Pull about 10 folders per day from each of the 3 folder areas.
 8. Return to desk with file folders.
 9. Attach "Pend" slip to each folder.
 10. Arrange folders according to addressee.
 11. Write address card for each bundle of folders.
 12. Carry some bundles into Mail Room.
 13. Put bundles on Dumb Waiter.
 14. Return to desk.
 15. Put other bundles in basket on safe for downstairs courier.
 16. If the folder is not on the shelf the charge out name and date are noted, attached to "pend slip", and sent to PSD.
6. About 10:30 a Files Section Courier carries these folders to addressee with other files in basket.
7. Later the folders return to Files Section through the Mail Room.

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8. Peggy puts folders on sorting table.
9. Later they will be sorted and returned to shelves by Files personnel and the charge outs removed.

PROBLEM

1. Search finds folder is out --- pulled day or two ealier for person on "Pend Slip".
2. Folder returns with "re-pend" because reviewer was on sick leave or annual or at meeting or other reasons.
3. Folder returns with "re-pend" because reviewer was too busy with other urgent cases and matters this date.
4. Folder returns with "re-pend" because there were no new developments this date.
5. Personnel handling folders estimate more than half the folder charged out are not acted upon during the charge out.
6. Volume: Monday April 3 - 27
Tuesday April 4 - 7
Wednesday April 5 -10
Thursday April 6 - 11
Friday April 7 - 8
Week's total - 63 or about 252 per month. Over 62 "Pend Slips" were on file for March 1962 on 30 March 1961.

RECOMMENDATION

The suspense or "pend slips" can be used more efficiently if kept by the individual reviewer or his own clerical staff in his immediate vicinity. His staff would then request only those cases he needs and wishes to act on that day. Other offices do this. It would eliminate an estimated 1,000 unnecessary folder-charge-outs per year.

SECRET



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OF THE NATIONAL CASH REGISTER CO.
DAYTON, OHIO, U. S. A.

8782

| | | | | | |
|----------------------------|--|-------------------|----------|--------------|--------|
| FILE NAME (LAST) | | (FIRST) | (MIDDLE) | FILE NO. | |
| REQUESTOR | | | | PENDING DATE | POSTED |
| REASON(S) FOR PENDING FILE | | | | | |
| | | | | | |
| | | | | | |
| RETURN OF PHS | | CANCELLATION | | | |
| REVIEW FILE | | RESIGNATION | | | |
| RETURN OF FILE | | NAME CHECK REPORT | | | |
| RE-INTERVIEW | | NAC AT: | | | |
| FINAL REPORT | | | | | |

FORM NO. 1031
1 JUL. 56

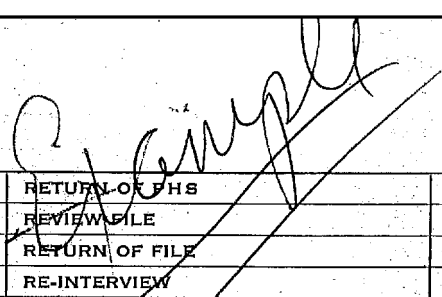
FOLLOW-UP RECORD

(13)



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DAYTON, OHIO, U. S. A.

8782

| | | | | | |
|---|--|--|--|-------------------|--------|
|  | | | | FILE NO. | |
| | | | | 6-1-2-7-6 | |
| | | | | PENDING DATE | POSTED |
| | | | | 3/25/61 | mmp |
| | | | | 3/22/61 | mmp |
| RETURN OF PHS | | | | CANCELLATION | |
| REVIEW FILE | | | | RESIGNATION | |
| RETURN OF FILE | | | | NAME CHECK REPORT | |
| RE-INTERVIEW | | | | NAC AT: | |
| FINAL REPORT | | | | | |

FORM NO. 1031
1 JUL. 56

FOLLOW-UP RECORD

(13)

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25X1

R.

OFFICE OF SECURITY

11. DIRECTOR OF SECURITY

a. MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program and with the performance of security inspection functions as provided below.

b. FUNCTIONS

The Director of Security shall:

- (1) Recommend the establishment of Agency policies relating to security, and establish procedures for their implementation.
- (2) Obtain and evaluate through investigation, technical interrogation, and liaison contact with other United States agencies, pertinent information regarding personnel for employment, assignment, or association with the Agency.
- (3) Approve or disapprove, from a security standpoint, the employment or utilization of individuals by the Agency, except certain approvals which are reserved to the Deputy Director (Plans) and concerning which the Director of Security will furnish the Deputy Director (Plans) with the results of his investigations and recommendations...

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SECURITY RECORDS DIVISION

A. MISSION:

Provides current and long-range operating support for the mission of the Office of Security by the effective development, management, utilization and protection of Security Records and by the provision of records research and analysis services.

B. FUNCTIONS:

1. Initiates investigations and Security actions on all clearances; performs the investigative functions of compiling biographic data, searching indices, operation of the central indices, operation of the investigative communications between Headquarters and keeps current 25X1 on and works with appropriate sources in the field of up-to-date machine filing methods and research for improved operations; responsible for operating procedures to insure maximum utilization of Security information and at the same time insuring careful protection of all Security information including covert sources and identities.

2. Provides, operates, maintains, and continually expands the only repository in the Agency for complete files with true identities on all persons used in whatever manner by the Agency currently or in the past; under the direction of the Director of Security, recommends and implements policies for the control of various categories of sensitivity of information in the Office of Security. Performs similar activities for the control of Top Secret material within the Office of Security. Operates the Office of Security Reference Library.

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3. Through the use of trained professional investigators experienced in investigative activity, provides allied intelligence functions incident to investigations by assuring full exploitation of the files through (a) the knowledgeable searching for and compilation of all allied materials which might be pertinent to cases for investigation, for final approval, or for Counter Intelligence studies, and assuring that Security and investigative information is made available to other components of the Office of Security in Headquarters as well as and (b) continuous alert analysis of Security and investigative information to detect and monitor trends and patterns inimical to the interests of the Agency and the United States and report such to appropriate officials.

4. Provides operating officials of the Office of Security with current items of Security and intelligence significance through the daily review of information from Intelligence Information Reports, from all applicable releases, and from appropriate newspapers, magazines, periodicals, or articles which are of Security significance as affecting activities of the Communist Party or other subversive movements.

5. Is responsible for the program for effective compartmentation of investigative data and other Security information disseminated to other components of the Agency for official use and subsequent return to the Office of Security.

6. Is responsible for the Records Management Program for the entire Office of Security including Reports, Management, Correspondence Management, Forms Management, Records Systems and File Standards, Vital Materials, Records Disposition and Records Equipment Central, and File Space Utilization.

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DAILY SURVEY ACTIVITIES

Wednesday, 29 March

1. Prepared first interim report on Survey.
2. Prepared file folders on Problem areas.
3. Interviewed [] on the type of files kept.
4. Examined room of Miscellaneous Files.

Wednesday, P. M.

1. Completed first report, proofed, assembled.
2. Delivered copy of report to []
3. Rewrote notes, completed drawings of floor layout in 3 Sections.

Thursday, 30 March

1. Examined and rewrote notes.
2. Started inventory of files kept in Files Section.
3. Lunch with Security Records Officer, [] and Chief, IB/3, [] and a [] Investigator.

Thursday, P. M.

1. Meeting with [] to deliver week's report and discuss questions raised by I. G. report and of my survey procedures.
2. Discussed I. G. questions with [] who then discussed them with DD/IOS, [].
3. Informed [] opinion that 2 I. G. questions did not relate to SRD primarily.

Friday, 31 March

1. Visited my office for additional discussions with []
2. Shuttled cross town to Office of Security.
3. [] and I visited and examined the Reproduction Section.
4. Discussed with [] (a) Policy on Security Reproduction, (b) Vital Records Storage of Monthly Machine Run on Employees, and (c) Records Storage at []
5. Met [] Chief of Reproduction Section and discussed workload.

Friday, P. M.

1. Inventoried part of the Miscellaneous Files.
2. Discussed the "Pend Slips" and follow up procedure with []
3. Rewrote notes.

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Monday, 3 April

1. Reviewed notes.
2. Inventoried part of non-SRD files in SRD secured area.

Monday, P. M.

1. Discussed "recharge" procedures with [] (Files).
2. Met with [] survey in SSD.
3. Discussed survey progress with []

25X1

25X1

25X1

Tuesday, 4 April

1. Rewrote notes.
2. Wrote and gave Ellen 3 new recommendations for typing
3. Discussed with [] various MS Files.
4. Discussed the proposed plan to consolidate the "pseudo" and "true name" covert file folders. This study and plan has been under way for sometime by O/S Staff and did not stem from my survey although I reached the same conclusion as my examination reached these two sets of files. I encourage their plan.
5. Asked an RI records officer [] about RI pseudo and true files and find they have been consolidated for some time now.

25X1

Tuesday, P. M.

1. Completed design of floor layout.
2. Completed inventory of MS and Security file folders.
3. Interviewed [] about R&A activities.
4. Requested logging list from Pat and MS list from Etta.
5. Talked with [] about logging in R&A Section.

Wednesday, 5 April

1. Rewrote notes - had new badge photo taken
2. Visited Pauline to see her Machine Record Report.
3. Met with [] to discuss upcoming meeting on file consolidation.

25X1

4. []

25X1

consolidation. (Consensus approved and encourage consolidating files)

5. Made excerpt from Agency Regulation on some SRD functions.

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Wednesday, P. M.

1. Lunched with Records Officers, [] 25X1
2. Visited NEA Registry and examined their files and index cards.
3. Discussed distribution of regulations with [] 25X1
4. Discussed eliminating [] control files. [] agreed. 25X1
He saw [] about taking action on some items immediately
and others at end of Survey.
5. Discussed "pend slip" with Peggy.
6. Completed report on "pend slips" and gave to [] 25X1
7. Received lists: Logging - Pat; Miscellaneous Files - Etta;
R [] Ellen; SRS Mission - [] 25X1
8. Read report from Automation Survey team - showed to [] 25X1
9. Discussed special recharge operation with []

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